



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20020076

OPEN: 02/14/02

CLOSE: 02/22/02

THIS POSITION IS A TEMPORARY POSITION NOT-TO-EXCEED ONE YEAR. APPOINTMENT MAY BE EXTENDED FOR AN ADDITIONAL YEAR.

POSITION VACANT: Science Education Analyst (Science Assistant), AD-1701-2. Salary ranges from \$46,469 to \$86,095 per annum.

PROMOTION POTENTIAL: Science Education Analyst, AD-1701-2

LOCATION: Directorate for Education and Human Resources, Division of Elementary, Secondary, and Informal Education (ESIE), Arlington, VA

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VII.

AREA OF CONSIDERATION: All sources. **This position is outside the competitive civil service.** Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates currently in the competitive civil service will be required to waive competitive civil service rights if selected. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to the final selection.

DUTIES AND RESPONSIBILITIES: The incumbent of this position:

- Conducts quantitative and qualitative analyses on selected topics related to program development in science and mathematics education, grades K-12, and public understanding of science. Quantitative analyses include development of program portfolios, financial investment across program activities, and other support of Division operations and program planning.
- Assists the Division in preparation of reports on science and mathematics education, prepares written articles for public understanding of Division programs, and prepares visual displays for presentations and journals.
- Maintains responsibility for coordination of Division outreach to the field, including materials development and displays for NSF outreach booths at professional meetings. Shares responsibility for the development of publications and materials for the Division's website to document best practices and Division program impact.
- Personally handles questions (written, telephone, or in person) concerning Division operations and programs.
- Handles special projects, such as organization of reports and materials from projects that are supported by Division Programs.

- Works with Program Officers, providing technical assistance in all phases of the proposal review process. Assists in running of review panels and assessment of projected performance through review of Annual Reports, etc.

QUALIFICATIONS REQUIRED: U.S. CITIZENSHIP IS REQUIRED. Qualification Standards Handbook for General Schedule positions will apply. Basic requirements for this position include a degree that included or was supplemented by a major study in science and/or mathematics education OR a combination of education and experience which is courses equivalent to a major in education, in a subject-matter field appropriate to this position, plus appropriate experience or additional course work that provided knowledge comparable to that normally acquired through the successful completion of a 4-year course of study. A Ph.D. in science, and/or mathematics, and/or education; or a Master's Degree in science and/or mathematics, and/or education, plus two or more years of successful research, research administration, and/or managerial experience pertinent to this position.

QUALITY RANKING FACTORS:

- Demonstrated knowledge of K-12 science and mathematics education issues, as well as the roles of federal and other major stakeholders in K-12 science and mathematics education.
- Skill in written and oral communications, with a demonstrated ability to develop concise and persuasive written materials related to K-12 science and mathematics education for presentation in varied venues e.g. press, professional journals, websites.
- Demonstrated work experience in science or mathematics discipline, science and mathematics education, and/or related fields.
- Skill in working with microcomputers, NSF-supported software, and database management systems.
- Knowledge of NSF data systems, FastLane and NSF policies and procedures.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education, and training as they relate to the knowledge, skills, and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period is required.

HOW TO APPLY: You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must submit a current Performance Appraisal or letters of recommendation from professionals who can comment on your capabilities.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: Your country of citizenship. Your social security number. Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20020076. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4363. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF
THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

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|---|---|
| 1. Today's Date: _____ | 2. Year of Birth: _____ |
| 3. How did you learn about the particular position for which you are applying? (Circle appropriate number.) | |
| 01 - Newspaper (specify) | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) |

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)
- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
 - B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
 - C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
 - D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
 - E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER